



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

May 12, 2026

DIVISION MEMORANDUM

NO. 313, s 2026

CONDUCT OF VALIDATION AND UTILIZATION OF THE DISTRIBUTED LIBRARY HUB SUPPLEMENTARY READING RESOURCES AND SEF/DIVISION-FUNDED LEARNING RESOURCES AND ADM LEARNING RESOURCES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. To ensure the effective use, proper management, and sustained utilization of learning resources distributed to schools, this Office announces the **Conduct of Validation and Utilization of the Distributed Library Hub Supplementary Reading Resources and SEF/Division-Funded Learning Resources and ADM Learning Resources**.

This activity aims to determine the availability, accessibility, condition, and extent of utilization of the following learning resources distributed to schools:

- Library Hub Supplementary Reading Resources
- SEF-funded learning resources
- Division-funded learning resources
- ADM Learning Resources
- Other instructional and supplementary materials provided to schools

2. Specifically, this activity shall:

- a. validates the physical presence of distributed learning resources in schools;
- b. assesses the condition and usability of the materials;
- c. determines the extent of utilization of the resources by teachers and learners;
- d. identify gaps, issues, and challenges affecting resource utilization; and
- e. provide basis for policy recommendations and future procurement of learning resources.

3. The participants in this activity shall include:

- LR EPSvr, SDO Librarian II, LRMS PDO II, LRMS ADAS, SDO Personnel, SDO Driver

4. The validation shall be conducted from **June 2026 to August 2026**, in all 58 districts and selected public elementary and secondary schools in the division. (see attached schedule)

5. The validation team shall perform and examine the following:

- Inventory of distributed resources
- Borrowing and usage records
- MOV's for Integration into classroom instruction
- conduct on-site validation;
- interview concerned personnel;
- verify actual utilization; and
- submit findings to the Division Office.

6. **PSDS and School Heads** shall:


- ensure that all library hub learning resources borrowed by the schools will be return to the district office before the validation date;
- ensure availability of records
- designate focal persons to assist validators; and
- submit required documents during the visit.

7. Schools shall prepare the following for validation:

- Answered Assessment tools
- Borrowing logbook
- Utilization reports
- MOVs of the utilization of learning resources
- School Reading Program documentation
- Other related records

8. Expenses relative to the conduct of this activity shall be charged against **Division Funds/ADM Funds**, subject to the usual accounting and auditing rules and regulations.

9. Immediate compliance with this Memorandum is directed.


FAY C. LUAREZ EdD, PhD TM, CESO V
Schools Division Superintendent 



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: depsad.bohol@deped.gov.ph





Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
 DIVISION OF BOHOL
 City of Tagbilaran

Assessment Tool on the Utilization of DepEd ADM Learning Resource

School: _____ District: _____
 Grade Level: _____
 Title of ADM Resources: _____

SCORING SCALE

Scale	Description	Interpretation
5	Excellent	Fully Utilized / Evident at All Times
4	Very Satisfactory	Highly Utilized / Evident Most of the Time
3	Satisfactory	Moderately Utilized / Evident Sometimes
2	Needs Improvement	Slightly Utilized / Rarely Evident
1	Poor	Not Utilized / Not Evident

A. Availability and Accessibility of ADM Learning Resources

Indicators	5 Always	4 Often	3 Sometimes	2 Rarely	1 Never
1. ADM learning resources are available for all grade levels and learning areas.					
2. Teachers can easily access ADM learning materials when needed.					
3. Learners receive ADM materials on time.					
4. Printed and digital resources are properly organized and stored.					
5. Teachers and learners are oriented on the proper use of ADM resources.					

Subtotal: _____ / 25

B. Utilization of ADM Learning Resources

Indicators	5 Always	4 Often	3 Sometimes	2 Rarely	1 Never
1. Teachers integrate ADM resources in daily instruction.					
2. ADM learning resources are aligned with Curriculum.					
3. Learners use ADM materials independently and responsibly.					
4. Teachers monitor learners' progress using ADM resources.					
5. ADM resources are used for remediation and enrichment activities.					

Subtotal: _____ / 25

C. Quality and Relevance of ADM Learning Resources

Indicators	5 Always	4 Often	3 Sometimes	2 Rarely	1 Never
1. ADM resources are accurate and error-free.					
2. Learning materials are suited to learners' needs and abilities.					
3. ADM materials are updated and curriculum-aligned.					
4. Learning activities promote critical thinking and engagement.					
5. Supplementary activities are relevant to the lessons.					

Subtotal: _____ / 25

D. Monitoring and Management of ADM Learning Resources

Indicators	5 Always	4 Often	3 Sometimes	2 Rarely	1 Never
1. The school maintains an inventory of ADM resources.					
2. Distribution and retrieval of ADM materials are monitored.					
3. School heads regularly monitor ADM utilization.					
4. Feedback from teachers, parents, and learners is gathered.					
5. Improvement plans are developed based on monitoring results.					

Subtotal: _____ / 25

VIII. Strengths and Areas for Improvement

Strengths Identified

Areas for Improvement

IX. Recommendations

Findings

Strengths:

- _____
- _____
- _____
- _____

Areas for Improvement:

- _____
- _____
- _____

Recommendations:

- _____
- _____
- _____

Submitted by:

Verified by:

Signature Over Printed Name of Teacher

School Principal/Administrator

Designation & Date Accomplished

Validated by:

JOSEPHINE D. ERONICO PhD
EPSvr, LRMS

Date: _____



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ASSESSMENT ON THE UTILIZATION OF LIBRARY HUB SUPPLEMENTARY READING RESOURCES

School: _____

District: _____

Grade Level: _____

Title of the Book: _____

SCORING SCALE

Scale	Description	Numerical Value
Always / Highly Evident	Practice is consistently observed	4
Often / Evident	Practice is usually observed	3
Sometimes / Slightly Evident	Practice is occasionally observed	2
Never / Not Evident	Practice is not observed	1

Part I. Availability of Supplementary Reading Materials

Indicators

4 3 2 1 Score

1. Supplementary Reading Materials are available in the school library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Materials are properly cataloged and organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Materials are accessible to teachers and learners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Materials are in good physical condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Inventory of reading materials is updated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subtotal: _____ / 20

Part II. Teacher's Utilization

Indicators	4	3	2	1	Score
1. Teachers integrate SRMs in classroom instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers use SRMs during remediation activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Teachers include SRMs in reading intervention programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Teachers encourage learners to borrow SRMs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Teachers monitor learners' use of SRMs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subtotal: _____ / 20

Part III. Learner's Utilization

Indicators	4	3	2	1	Score
1. Learners regularly access the reading materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Learners use materials for independent reading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Learners show interest in reading activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Borrowing records show frequent use of materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Learners demonstrate improved reading engagement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subtotal: _____ / 20

Part IV. Management and Monitoring

Indicators	4	3	2	1	Score
1. School has a system for tracking borrowed materials.					
2. School conducts periodic monitoring of utilization.					
3. School reports utilization data to the Division Office.					
4. School has reading programs linked to SRM use.					
5. Stakeholders support reading material utilization.					

Subtotal: _____ / 20

Findings

Strengths:

- _____
- _____
- _____
- _____

Areas for Improvement:

- _____
- _____
- _____

Recommendations:

- _____
- _____
- _____

Submitted by:

Verified by:

Signature Over Printed Name of Teacher

School Principal/Administrator

Designation & Date Accomplished

Validated by:

JOCELYN T. ROTERSOS RL, LPT
Librarian II

Date: _____

PERSON'S INVOLVE IN THE ACTIVITY:

LRMS, EPSVR
SDO Librarian II
LRMS PDO II
LRMS ADAS
SDO Driver
SDO Personnel

The activity will employ a mixed-method approach involving:

1. **Document Review** – Examination of inventory records, utilization reports, and distribution lists of learning resources;
2. **School Visits and Validation** – On-site verification of school library operations, learning resource availability, and equipment functionality;
3. **Survey/Checklist Administration** – Collection of data from school heads, teachers, and librarians regarding usage and integration of resources;
4. **Observation** – Classroom and library observation to determine actual integration of resources in teaching and learning;
5. **Data Consolidation and Analysis** – Compilation and interpretation of gathered data to inform recommendations.

SUCCESS INDICATORS:


1. Duly signed Borrowers slips from 58 districts.
2. Pictures for the Onsite validation, delivery of Library Hub Books.
3. Inventory of SLMs.
4. Assessment tool, distributed, gathered, analyzed for recommendation and improvement.
5. Pictures of Library Hub resources use as material for reading and storytelling activity.

ACTIVITY SCHEDULE

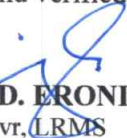
NO.	DISTRICT	NO. OF SCHOOLS	TARGET DATE
1	Trinidad 1	All Schools	June 2, 2026
2	Trinidad 2	All Schools	June 2, 2026
3	Bien Unido	All Schools	June 3, 2026
4	Talibon 1	All Schools	June 4, 2026
5	Talibon 2	All Schools	June 4, 2026
6	Getafe 1	All Schools	June 9, 2026
7	Getafe 2	All Schools	June 9, 2026
8	Pres. CPG	All Schools	June 10, 2026
9	Ubay 1	All Schools	June 11, 2026
10	Ubay 2	All Schools	June 11, 2026
11	Ubay 3	All Schools	June 11, 2026
12	Dagohoy	All Schools	June 16, 2026
13	San Miguel	All Schools	June 17, 2026
14	Garcia Hernandez	All Schools	June 18, 2026
15	Jagna	All Schools	June 19, 2026
16	Duero	All Schools	June 23, 2026
17	Guindulman	All Schools	June 24, 2026
18	Anda	All Schools	June 25, 2026
19	Candijay	All Schools	June 26, 2026
20	Mabini	All Schools	June 30, 2026

21	Alicia	All Schools	July 1, 2026
22	Sierra Bullones	All Schools	July 2, 2026
23	Pilar	All Schools	July 3, 2026
24	Valencia	All Schools	July 7, 2026
25	Dimiao	All Schools	July 8, 2026
26	Lila	All Schools	July 9, 2026
27	Buenavista 1	All Schools	July 10, 2026
28	Buenavista 2	All Schools	July 10, 2026
29	Inabanga North	All Schools	July 14, 2026
30	Inabanga South	All Schools	July 14, 2026
31	Clarin	All Schools	July 15, 2026
32	Tubigon East	All Schools	July 16, 2026
33	Tubigon West	All Schools	July 16, 2026
34	Calape	All Schools	July 17, 2026
35	Loon North	All Schools	July 21, 2026
36	Loon South	All Schools	July 21, 2026
37	Maribojoc	All Schools	July 23, 2026
38	Carmen 1	All Schools	July 24, 2026
39	Carmen 2	All Schools	July 24, 2028
40	Carmen 3	All Schools	July 24, 2026
41	Batuan	All Schools	July 28, 2026
42	Bilar	All Schools	July 29, 2026
43	Sevilla	All Schools	July 30, 2026
44	Loboc	All Schools	July 31, 2026
45	Loay	All Schools	August 4, 2026
46	Balilihan	All Schools	August 5, 2026
47	Catigbian	All Schools	August 6, 2026
48	Sagbayan	All Schools	August 7, 2026
49	Danao	All Schools	August 11, 2026
50	San Isidro	All Schools	August 12, 2026
52	Antequera	All Schools	August 13, 2026
53	Cortes	All Schools	August 14, 2026
54	Panglao	All Schools	August 18, 2026
55	Daus	All Schools	August 19, 2026
56	Albur	All Schools	August 20, 2026
57	Corella	All Schools	August 25, 2026
58	Sikatuna	All Schools	August 26, 2026
58	Baclayon	All Schools	August 27, 2026

Prepared by:


JOCELYN T. ROTERSOS
 SDO Librarian II

Review and verified by:


JOSEPHINE D. ERONICO PhD
 EPSvr, LRMS

Noted by:



EVELYN H. CODILLA PhD
OIC-CID Chief

Recommending approval:



EDUARDO O. OMPAD PhD, CESO VI
Assistant Schools Division Superintendent

Approved:



FAY C. LUAREZ PhD, EdD, TM, CESO V
Schools Division Superintendent



Republic of the Philippines
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ASSESSMENT TOOL ON THE EXISTING LEARNING MATERIALS AND IDENTIFICATION OF PRIORITY NEEDS

I. General Information

School Name: _____ School ID: _____
District: _____ Date of Assessment: _____

II. Inventory of Existing Learning Materials

Priority Score

<ul style="list-style-type: none">• Availability:<ul style="list-style-type: none">○ None = 3○ Limited = 2○ Adequate = 1	<ul style="list-style-type: none">• Condition:<ul style="list-style-type: none">○ Poor = 3○ Fair = 2○ Good = 1
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GRADE 1

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						
MAPEH						

GRADE 2

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						
MAPEH						

GRADE 3

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						
MAPEH						
TLE						
ICT						

GRADE 4

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
MAPEH						
TLE						
ICT						

GRADE 5

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						
MAPEH						
TLE						
ICT						

GRADE 6

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						
MAPEH						
TLE						
ICT						

KINDER

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						
MAPEH						
TLE						
ICT						

SNED

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						
MAPEH						
TLE						
ICT						

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
MAPEH						
TLE						
ICT						

GRADE 5

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						
MAPEH						
TLE						
ICT						

GRADE 6

Learning Area	Required Learning Materials (Textbooks, Teacher's Manual, Module, Activity Sheets, Digital Materials)	Available Quantity	Condition (Good/Fair/Poor)	Sufficiency (Yes/No)	Priority Need Level (High/Medium/Low)	Remarks
English						
Filipino						
Mathematics						
Science						
Araling Panlipunan						
ESP						
MAPEH						
TLE						
ICT						

III. Rating Guide for Priority Needs

Rating	Description
High Priority	No available materials or severely insufficient copies affecting instruction
Medium Priority	Limited materials available but still usable for partial classroom support
Low Priority	Materials are sufficient but may need updating or replacement later

IV. Summary of Priority Needs

Total Score	Priority Interpretation
5-6	High Priority
3-4	Medium Priority
2	Low Priority

Learning Area	Type of Material Needed	Quantity Needed	Priority Level	Justification

VI. Recommendations

Please indicate recommended interventions:

- Procurement of additional textbooks
- Reproduction of modules/activity sheets
- Request for division support
- Digital learning resource provision
- Repair/replacement of damaged materials
- Others: _____

VII. Certification

We hereby certify that the above information is true and based on the actual assessment conducted in the school.

Prepared by:

Name and Signature
School Learning Resource Coordinator

Noted by:

School Head/Administrator

Validated by:

JOSEPHINE D. ERONICO PhD
EPSvr, LRMS